

**Town of Wolfeboro
Capital Improvements Program Committee
September 5, 2018
Minutes**

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen’s Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Jim Shildneck, Joyce Davis, Paul Whalen, Suzanne Ryan, Members.

Staff Present: Matt Sullivan, Director of Planning and Development, Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Tom Zotti, Fire Department, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Wolfeboro Public Library at 1:03 PM.

**I. Consideration of Minutes
August 17, 2018**

It was moved by Suzanne Ryan and seconded by Joyce Davis to approve the August 17, 2018 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.

II. Review of CIPC Meeting Schedule

The Committee agreed to the following schedule;

9/13	9 AM	Railroad Station	Electric Department
9/21	8:45 AM	Railroad Station	Parks & Recreation and Public Safety Building
9/27	8 AM	Railroad Station	Public Works, Water & Sewer, Highway
10/5	8:45 AM	Railroad Station	Public Works, Water & Sewer, Highway
10/12	8:45 AM	Railroad Station	Draft CIP Document Review

III. 2019-2028 Capital Improvements Program Development

Fire Department

2021 Replace Ladder 1; \$975,000

Tom Zotti stated the vehicle will reach its life expectancy in 2019 and has been moved to 2021 to reflect recent repairs and more closely coincide with the renovation/replacement of the Public Safety Building.

2024 Replace Engine 3; \$525,000

Tom Zotti stated the replacement of Engine 3 is scheduled for 2024; noting such would be a 20 year life span for the vehicle. He noted the intent is to spec a vehicle similar to Engine 1.

Referencing the Department's CIP spreadsheet, Tom Zotti stated Engine 2 has been ordered and is under contract; noting the vehicle will be purchased in 2019 and delivered in spring 2019. He stated once Engine 2 has been delivered the Department will formally activate the Truck Committee and perform a needs study on Ladder 1 based on a recent annual inspection by the Town's Highway Department. He stated the Department was notified of potential significant repairs such as suspension, rust and hydraulics. He noted the following CIP schedule;

2029; Engine 4

2030; Breathing apparatus & cascade

2034; Engine 1

2036; Boat 1

Matt Sullivan asked how the Capital Reserve Account deficit for 2018-2019 was resolved.

Tom Zotti stated the issue was resolved by moving the replacement of Ladder 1 out one year and by savings from previous purchases.

Matt Sullivan questioned whether the vehicles proposed to be purchased can fit in the existing bays of the Public Safety Building.

Tom Zotti replied yes however, the purchase of Engine 3 was delayed to see what happens with the Public Safety Building. He noted the project could dictate the specs of the purchase.

Matt Sullivan asked if the Department would be submitting anything relative to the capital needs of the Public Safety Building.

Tom Zotti stated the BOS would be discussing the matter this evening and will wait to see the direction of the BOS.

Linda Murray stated the Department needs to look at the substation.

Mike Hodder stated the Master Plan Community Facilities Committee held a site visit at the substation and was informed that the building is on a parallel track with the Public Safety Building. He stated Chief Pineo noted the value of having call firefighters located in close proximity to the building.

Linda Murray asked how critical the substation is to running the Fire Department and whether such could be moved out 10-15 years.

Tom Zotti replied yes to the latter question. He stated renovations could be done and noted the water table is an issue. He stated he is reluctant to have the Town invest funds in the building until the direction of the Public Safety Building is further defined. He stated the Department is working on a study with the State and running an analysis of response times.

IV. Other Business

- Add "Other Business" & "Public Comment" to the agenda
- Forward any questions to Matt Sullivan and Becky Merrow re: the Parks and Recreation Pop Whalen Ice Arena in advance of the CIPC 9/21/18 meeting
- Staff to forward the Pop Whalen Energy Audit Report to the Committee

It was moved by Linda Murray and seconded by Mike Hodder to adjourn the September 5, 2018 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 1:49 pm.

Respectfully submitted,
Lee Ann Hendrickson
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